



Superior Court of California  
County of San Bernardino  
Employment Opportunity

## **COURT COMPLIANCE OFFICER**

**\$2,892 - \$3,688 approximate monthly**

**\*\*\*SUPPLEMENTAL APPLICATION REQUIRED\*\*\***

**Application deadline: 4:30 p.m., Tuesday, December 22, 2009**

**Announcement # 09-028**

The list resulting from this recruitment will be used to fill current vacancies within the San Bernardino Superior Court's Compliance office.

Incumbents, under general direction, will ensure compliance of Court orders, fines, fees and other financial obligations imposed by the court.

Typical duties of Court Compliance Officers include, but are not limited to:

- Enforcement of Court orders by direct contact, correspondence, and use of legal action or other appropriate recovery methods, interviews defendants to establish their financial capabilities.
- Reviews and verifies for accuracy financial information obtained through public or private agencies and commercial credit bureaus.
- Develops agreements with defendants and implements payment plans and/or compliance with Court orders in accordance with established court procedures.
- Reviews and follows-up on delinquent payment plan accounts.
- Makes recommendations of appropriate legal action to enforce compliance of Court orders.
- Responds to inquires by the public and explains Court processes and legal actions to defendants and their attorneys.
- Perform related duties as assigned.

**Requirements:** Two (2) years of working non-compliant accounts and/or Court procedures experience. May substitute two (2) years of related education/training for one (1) year of the required experience OR any combination of training and experience that could likely provide the desired knowledge. Proficiency in use of personal computers in a network environment is required.

**Travel:** Travel throughout the County may be required. The incumbent will be required to make provision for transportation and will be reimbursed for mileage. At the time of hire, a valid California Driver license and proof of automobile liability insurance must be produced.

**How to Apply:** Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained by phone at (909) 387-6894 or on the internet at [www.sb-court.org](http://www.sb-court.org). **Individuals submitting education must include a copy of certificate, degree, or official college transcripts with application.** **Faxed and electronic applications will not be accepted.**

**Examination:** The examination will consist of a competitive evaluation of qualifications based on the application and/or a written examination. The written test may cover the following areas: collection terminology and concepts, interpersonal skills and public contact. Qualifying candidates will be notified of the date of the written test approximately two (2) weeks prior to testing.

**Benefits:** Paid holidays, vacation, and sick leave; retirement plan; deferred compensation plan; employee health insurance (medical and dental); life insurance; merit salary increases; reimbursement for professional development; and credit union.

**Employment is contingent upon passing drug screening, credit check and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.**

12/7/09 as

Human Resources Department  
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24 Hour Job Information Hotline: (909) 387-9150  
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